

Banner End User Guide

Admissions & General Student

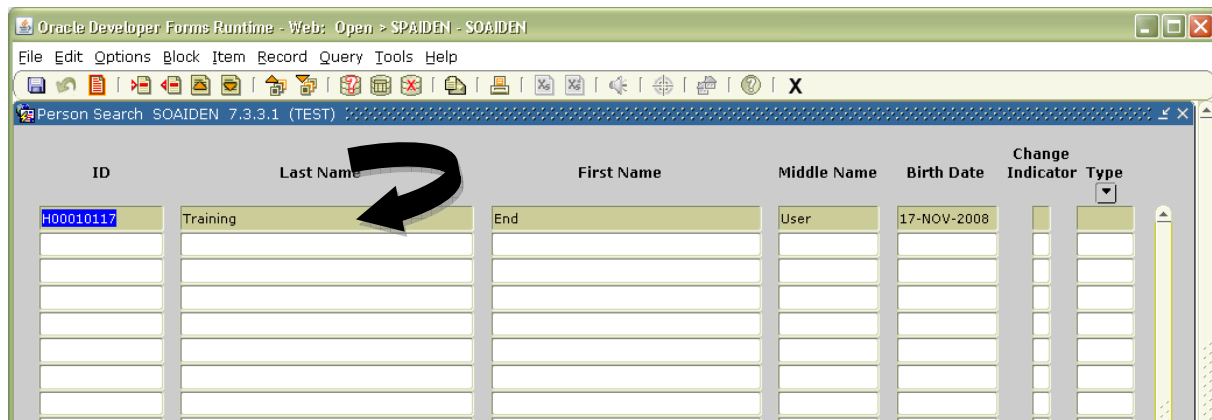
You must complete the system wide FERPA training prior to navigating ANY form in Banner.

<http://bannercore.ad.tamhsc.edu:9090/>
Internet Native Banner (INB)
Training Database –JPI- [TRNG]
Username: trainxx Password: trainxx

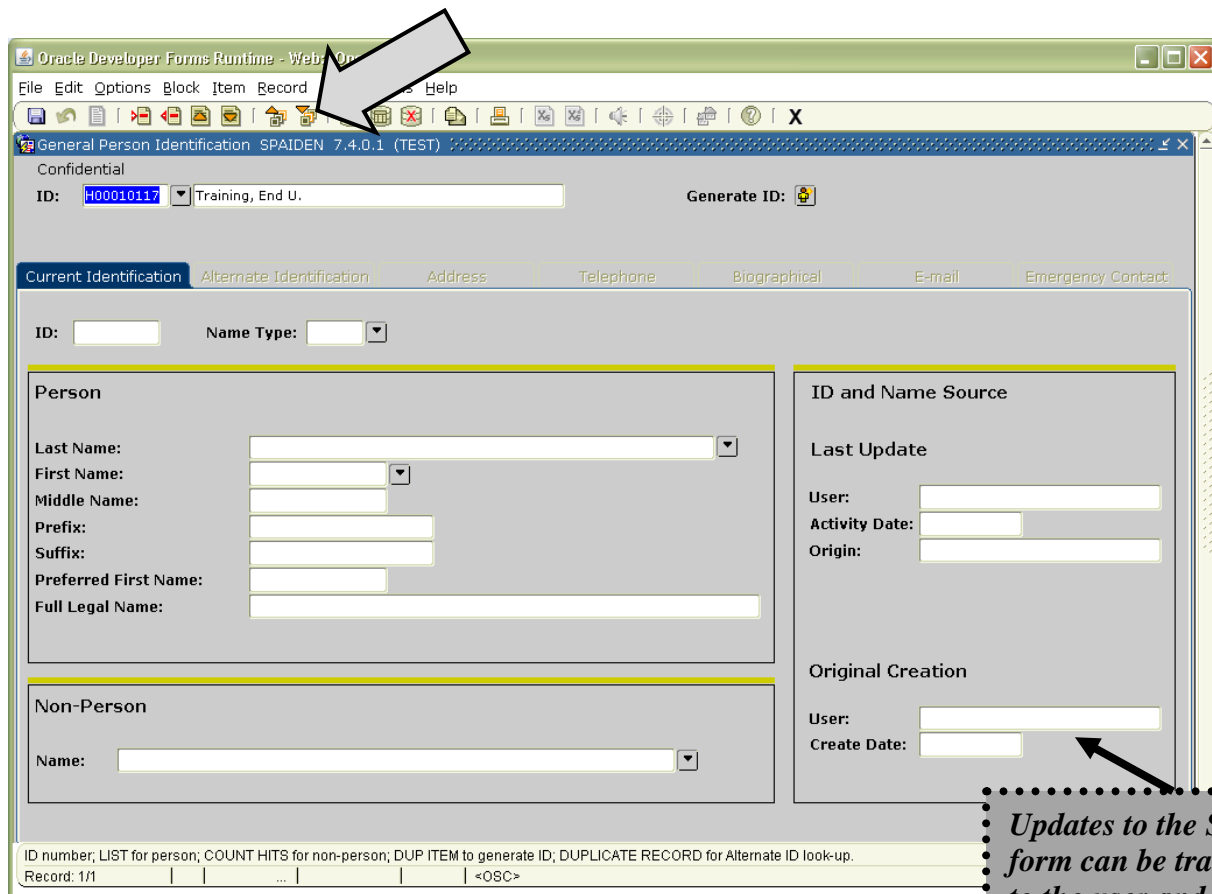
Person Search in SPAIDEN

SPAIDEN:
All applicants must be entered into this form prior to being added to ANY admissions forms in Banner.

- **Click on the ID pull down**
 - **Click on Person Search (use Alternate ID to search by SSN/SID)**
 - **This will take you to the SOAIDEN form.**
- ❖ **For training purposes, our search item will be applicant End U. Training, ID # H00010117**



- **Double click on the Banner ID. This will take you back to the SPAIDEN form.**
- **Click on the Next Block icon (marked by the arrow)**



- ❖ **By clicking the Next Block icon, the SPAIDEN form will auto-populate with any information entered for the applicant or student in Banner.**

Use the Rollback Key  to begin a new person search

Navigating the SPAIDEN Form

Current Identification Tab

- **First Name**
- **Last Name**
- **Full Legal Name**

CONFIDENTIAL
Do not release student information if the SPAIDEN form is marked confidential.

Refer ALL inquiries for student information to the Office of the Registrar.

Banner ID: *The Banner ID is different from the SID and the UIN number, it is an automatically generated identification number assigned to anyone entered into SPAIDEN.*

General Person Identification SPAIDEN 7.4.0.1 (TEST)

Confidential

ID: H00010117 Training, End U. Generate ID: [button]

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

ID: H00010117 Name Type: [dropdown]

Person

Last Name: Training
First Name: End
Middle Name: User
Prefix: [text]
Suffix: [text]
Preferred First Name: [text]
Full Legal Name: [text]

Non-Person

Name: [text]

ID and Name Source

Last Update

User: TWALKER
Activity Date: 17-NOV-2008
Origin: GOAMTCH

Original Creation

User: TWALKER
Create Date: 17-NOV-2008

<08C>

Non-Person: *Financial Aid Lender, Vendors, Caterers, etc.*

Alternate Identification Tab

- Previous last names
- Date of name change

Oracle Developer Forms Runtime - Web: Open > SPAIDEN
File Edit Options Block Item Record Query Tools Help
General Person Identification SPAIDEN 7.4.0.1 (TEST)
Confidential
ID: H00010117 Training, End U. Generate ID:

Current Identification **Alternate Identification** Address Telephone Biographical E-mail Emergency Contact

Alternate Names or IDs

Name Type:	LGCY	Legacy ID converted to Banner	Change Type:	Name	Origin:	SPAIDEN
ID:	H00010117				User:	TWALKER
Last Name:	Name Change				Activity Date:	17-NOV-2008
First Name:	End				Create User:	TWALKER
Middle Name:	User				Create Date:	17-NOV-2008

Address Tab

- Current address/phone number
- Track address/phone number changes

SPAIDEN
Tools Help
1 (TEST)

ID: H00010117 Training, End U. Generate ID:

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact

From Date: 17-NOV-2008 To Date:

Inactivate Address

Address Type: PR Permanent Source:

Sequence Number: 1

Street Line 1: 3302 Gaston Ave

Street Line 2: Apt 205

Street Line 3:

City: Dallas

State or Province: TX Texas

ZIP or Postal Code: 75246

County: 057 Dallas

Nation: 157 United States of America

Delivery Point:

Correction Digit:

Carrier Route:

Telephone Type: PR Permanent

Telephone: 214 - 8288233

Last Update

User: TWALKER

Activity Date: 17-NOV-2008

From and To Dates are used to track address updates made in the Office of the Registrar.

Use the scroll bar to navigate up and down the page to view all address updates.

Telephone Tab

- Multiple telephone numbers
- Telephone number updates

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.4.0.1 (TEST)

Confidential

ID: H00010117 Training, End U. Generate ID: [icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

Telephone Type: PR Permanent Telephone: 214 - 8288233 Primary Unlisted Inactivate

International Access: [text field]

Comment: [text field]

Address Type: PR Permanent Sequence: 1 Activity Date: 17-NOV-2008 User: TWALKER

Telephone Type: [text field] Telephone: [text field] Primary Unlisted Inactivate

International Access: [text field]

Comment: [text field]

Address Type: [text field] Sequence: [text field] Activity Date: [text field] User: [text field]

Use the scroll bar to navigate up and down the page to view all telephone number updates.

Biographical Tab

- Gender
- DOB
- SSN
- Citizenship
- Ethnicity

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.4.0.1 (TEST)

Confidential

ID: H00010117 Training, End U. Generate ID: [icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

Gender: Male Female Not Available Birth Date: 17-NOV-2008 Confidential Deceased

Age: 0 Deceased Date: [text field]

SSN/SIN/TIN: 555555555

Citizenship: Y Citizen Veteran File Number: [text field]

Marital Status: M Married Veteran Category: None

Religion: [text field] Active Duty Separation Date: [text field]

Legacy: [text field] Special Disabled Veteran

Ethnicity: 1 White-Non-Hispanic

New Ethnicity: None

Ethnicity and Race Confirmed

Confirmed Date: [text field]

Last Update

User: TWALKER

Activity Date: 17-NOV-2008

Race	User	Activity Date
[text field]	[text field]	[text field]
[text field]	[text field]	[text field]
[text field]	[text field]	[text field]

Applicants/Students can request their information be kept confidential. This process is handled through the Office of the Registrar

Email Tab

- University emails
- Personal emails
- Business emails

*Email Types:
HSC- HSC Email Address
PERS- Personal Email Address
PROS- Prospect Email Address
UNIV- University Email Address
WORK- Work Email Address*

Oracle Developer Forms Runtime - Web: Open > SPAIDEN
File Edit Options Block Item Record Query Tools Help
General Person Identification SPAIDEN 7.4.0.1 (TEST)
Confidential
ID: H00010117 Training, End U. Generate ID:
Current Identification Alternate Identification Address Telephone Biographical **E-mail** Emergency Contact
E-mail Type: UNIV University E-mail
E-mail Address: twalker@bcd.tamhsc.edu
 Preferred Inactivate Display on Web URL
Comment: Activity Date: 17-NOV-2008 User: TWALKER
E-mail Type: PERS Personal E-mail
E-mail Address: ilovebannertraining@hotmail.com
 Preferred Inactivate Display on Web URL
Comment: personal email account Activity Date: 17-NOV-2008 User: TWALKER

Use the scroll bar to navigate up and down the page to view all email address updates.

Emergency Contact Tab:

- Emergency Contact information

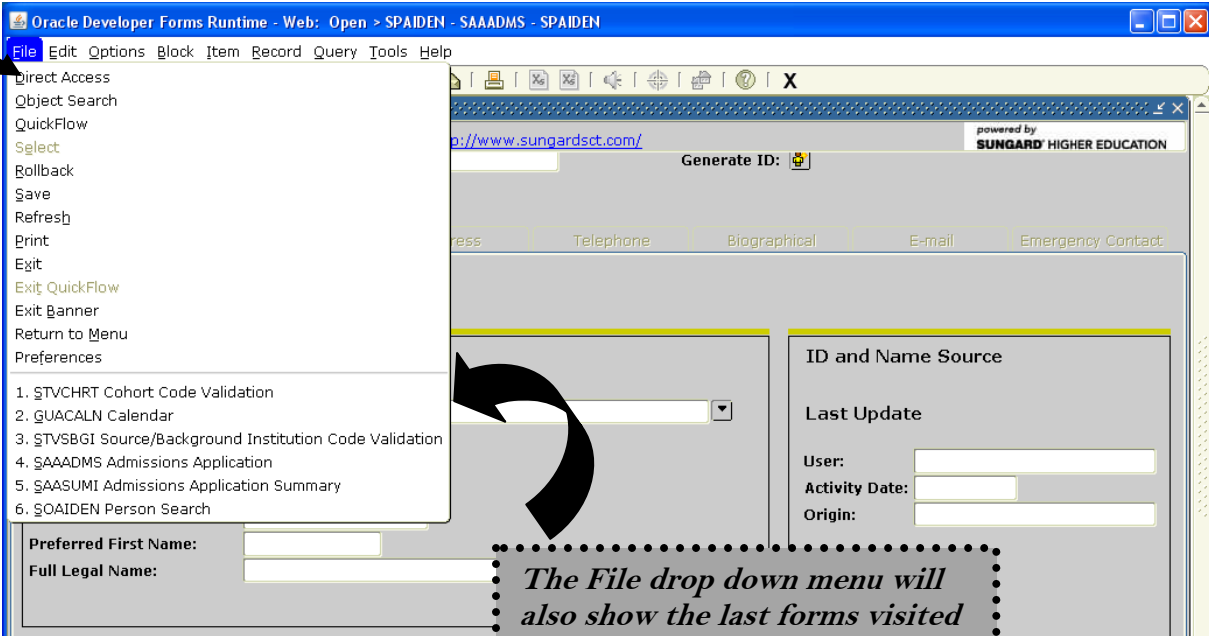
Office of the Registrar can track up to 9 Emergency Contacts.

Oracle Developer Forms Runtime - Web: Open > SPAIDEN
File Edit Options Block Item Record Query Tools Help
Identification SPAIDEN 7.4.0.1 (TEST)
17 Training, End U. Generate ID:
Identification Alternate Identification Address Telephone Biographical E-mail **Emergency Contact**
Priority:
Contact Last Name: Is Fun First Name: Banner Middle Initial:
Relationship: P Spouse
Address Type: MA Mailing
Street Line 1: 12345 Sesame Street
Street Line 2:
Street Line 3:
City: HappyPlace
State or Province: TX Texas
ZIP or Postal Code: 75150
Nation: 157 United States of America
Telephone: 214 - 8288233
Last Update
User: TWALKER
Activity Date: 17-NOV-2008

Use the scroll bar to navigate up and down the page to view all emergency contacts.

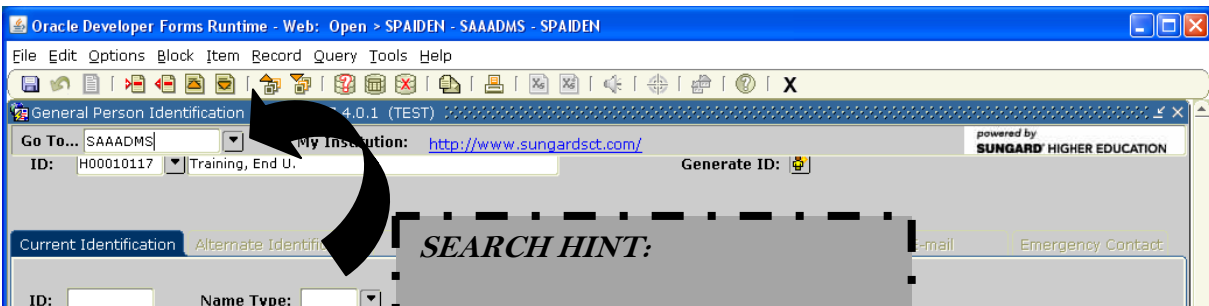
From the SPAIDEN form, you can navigate to the SAAADMS form.

From the menu, select FILE, then click on Direct Access.



The File drop down menu will also show the last forms visited in Banner for quick and easy access to previous forms.

By clicking on the Direct Access selection, the Go To field will appear. Type in the name of the form and hit enter.



SEARCH HINT:
*Use the Go To feature to navigate directly to any form in Banner.
The forms can also be accessed through the Main Menu.*

Navigating the SAAADMS Form

The applicant/student name and ID will carry over from the SPAIDEN form.

Type in the current term. Refer to the Term Code Job Aid for term codes.

Hit Next Block (marked by the arrow).

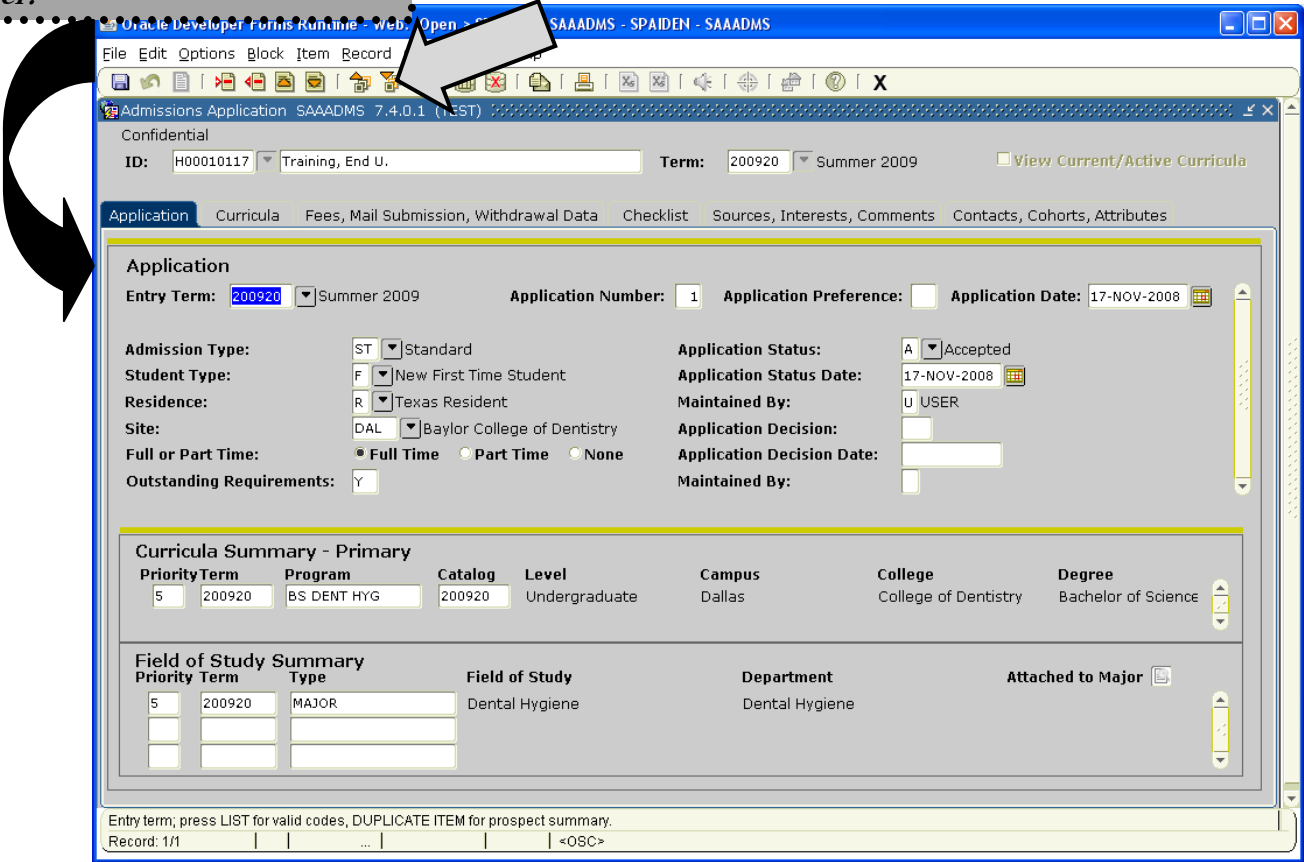
Application Tab

- **Entry Term**
- **Application Type**
- **Application Status**
- **Application Date**
- **Full/Part Time**
- **Field of Study information**
- **Residency information**

Admission Types:

- AD – Automatic Denial
- C1 – Certificate Option 1 no grade
- C2 – Certificate Option 2 for grade
- DE – Deferral
- DL – Denial
- EA – Early Admit
- FA – Full Admit
- FV – Four Plus One w/Vet School
- MP – MD/PhD
- ND – Non- Degree Objective
- PA – Probationary Admit
- ST – Standard

Application information will be processed through various Admissions systems via AXIOM and made available to view in Banner.



Curriculum Tab

- Displays active and inactive curricula
- Program information
- Level
- Campus
- College
- Degree

This information is updated and maintained by the Office of the Registrar.

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SGASTDN - SOATEST - SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.4.0.1 (TEST)

Confidential

ID: H00010117 Training, End U. Term: 200920 Summer 2009 View Current/Active Curricula

Application **Curricula** Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Curriculum Field of Study

Curriculum Record 1 of 6

Current: Replace: Update: Duplicate:

Activity: ACTIVE

Key Sequence: 1

Term: 200920 Summer 2009

Catalog Term: 200920 Summer 2009

Priority: 10

Program: BS DENT HYG

Level: UG Undergraduate

Campus: DAL Dallas

College: DN College of Dentistry

Degree: BS Bachelor of Science

User ID: TWALKER

Activity Date: 02-DEC-2008

Start Date:

End Date:

Curriculum activity status code.

Record: 1/6 | ... | <OSC>

Click on arrows to view additional active or inactive curriculum.

Contacts, Cohorts, Attributes Tab

- Type of contact with applicants
- Applicant cohort
- Applicant attribute

*A Few Contact Types:
CME – Community Event
CNN – College Night
EML – Email
FAI – Career & Grad School Fair
INF – Informational Session
INP – In Person
PHN – Phone Call*

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SC > TDN - SOATEST - SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.4.0.1 (TEST)

Confidential

ID: H00010117 Training, End U. Term: 200920 Summer 2009 View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments **Contacts, Cohorts, Attributes**

Contact Type	Description	Contact Date
CMP	Campus Visit	02-DEC-2008 01:50:27 PM

Cohort	Description	Activity Date
200940DH	DH Class of 2011	02-DEC-2008

Attribute	Description	Activity Date
		02-DEC-2008

FRM-40401: No changes to save.
Record: 1/1 ... List of Valu... <OSC>

*Cohort Groups:
College of Pharmacy
College of Medicine
College of Dentistry
College of Nursing
Dental Hygiene*

Navigating the SOATEST Form

From the SAAADMS form, you can navigate to the SOATEST form.

- Click on Options**
- Select Test Information (SOATEST)**
- Click Next Block (marked by the arrow)**

SOATEST Form:

- **List of test scores and test dates for applicants**
- **List of test ranges and if the score fulfills an admissions requirement**

This information is updated and maintained by Admissions Office & Office of the Registrar.

The screenshot shows the Oracle Developer Forms Runtime window for the SOATEST form. The form title is "Test Score Information SOATEST 7.3.3 (TEST)". It displays a table with columns: Test Code, Description, Test Score, Test Date, Admission Request, Source, Equivalency Indicator, and Revised or Recentered. The row for "TFCT TOEFL Total Computer" is highlighted in yellow, showing a score of 300 and a date of 01-DEC-2008. Below the table, there is a field for "TFCT" with a score range of 000 to 300. A callout box points to this field with the text: "Highlighting a Test Code will display the test score range below."

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
A01	ACT English	25	02-DEC-2008			<input type="checkbox"/>	<input type="checkbox"/>
A02	ACT Math	25	02-DEC-2008			<input type="checkbox"/>	<input type="checkbox"/>
A05	ACT Composite	36	02-DEC-2008	TSTS	SAT or ACT Sec	<input type="checkbox"/>	<input type="checkbox"/>
DAA	DAT AA	30	02-DEC-2008	DAT	Dental Admiss	<input type="checkbox"/>	<input type="checkbox"/>
GR01	GRE Verbal Code	650	01-DEC-2008			<input type="checkbox"/>	<input type="checkbox"/>
TFCT	TOEFL Total Computer	300	01-DEC-2008			<input type="checkbox"/>	<input type="checkbox"/>

TFCT Scores must be 3 - NUMERIC characters in range of: 000 - 300

Test Codes:
 DAT GRE
 MCAT SAT
 ACT NB
 TOEFL GMAT
 (Individually coded and sub-coded as needed)

Navigating the SOAPCOL Form

Go back to the SAAADMS form
Click on Options
Scroll down to Prior College Information (SOAPCOL)
Click Next Block (marked by the arrow)

SOAPCOL Form:

- **Prior college information**
- **Official transcript designation**
- **Transcript received date**
- **Degree information**
- **Major, minor, concentration information, if available.**

This information is updated and maintained by the Admissions Office & the Office of the Registrar.

The screenshot shows a web browser window with the title "SOAPTEST - SAAADMS - SOAPCOL". The browser's address bar shows "Prior College SOAPCOL 7.3.2 (TEST)". The page content includes a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Tools", and "Help". Below the menu bar, there are several tabs: "Prior College and Degree" (selected), "Majors, Minors, Concentrations", and "Prior College Address". The main form area is divided into two sections: "Prior College" and "Degree Details".

Prior College Section:

- Prior College: 000307 Northwest Vista College
- Enrollment Planning Service Code: []
- Transcript Received Date: 01-DEC-2008
- Transcript Reviewed Date: []
- Admissions Request: CLT1 College Transcript
- Official Transcript

Degree Details Section:

- Degree: 000000 Undeclared
- Attended From: 14-AUG-2006
- Degree Date: []
- Attended To: 15-MAY-2008
- Primary Degree Indicator:
- Year: []
- College: []
- Transfer Hours: []
- GPA: []
- Honors: []
- Goal: []

At the bottom of the form, there is a footer with the text "Prior college code; press LIST for valid codes." and "Record: 2/?".

Callouts and arrows:

- A callout box on the left points to the "Prior College" section with the text: "This information is updated and maintained by the Admissions Office & the Office of the Registrar."
- A callout box on the right points to the scroll bar on the right side of the form with the text: "Use the scroll bar to navigate up and down the page to view all prior colleges."
- A large black arrow on the left points from the callout box to the "Prior College" section.
- A grey arrow points from the "Options" menu item in the browser's menu bar to the "Prior College" section.

Navigating the SOASUPL Form

- Click on File**
- Click on Direct Access**
- Type in SOASUPL**
- Enter in Term and Application Number**
- Click Next Block (marked by the arrow)**

SOASUPL Form:

- **County information**
- **Birth city information**
- **Previous application information**

This information is updated and maintained by the Admissions Office and the Office of the Registrar.

Form can be navigated by application number.

Application Number 1 will be assigned to the active application for a term, or to the priority application in the case of dual apps.

Navigating the SAADCRV Form

- Click on File**
- Click on Direct Access**
- Type in SAADCRV**
- Click Next Block (marked by the arrow)**

Decision Processing Tab

- **Review of admission status**
- **Admission status date**
- **Program information**

This information is updated and maintained by the Admissions Office and the Office of the Registrar.

SPADEN - SAAADMS - SAADCRV

File Edit Options Block Item Record Tools Help

Admissions Decision SAADCRV 7.4 (TEST)

ID: H00010117 Training, End U. Term: 200920 Summer 2009

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Entry Term: 200920 Decision: AO Accepted Admiss Status: C Complete ready Application Date: 17-NOV-2008

Application Number: 1 Admission Type: ST Standard Session: Outstanding Items:

Application Preference: Student Type: F New First Time S Residence: R Texas Resident Full or Part Time: F Full Time

Priority: 10 Program: BS DENT HYG Level: UG College: DN Campus: DAL Degree: BS Catalog Term: 200920 Field of Study: MAJOR Code: DDHS Department: DNHG

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
AC	Accepted Admissions Offer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	18-NOV-2008	TWALKER
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Application decision code; press LIST for valid codes.

Record: 1/1 <OSC>

Application Decision code will be displayed along with the date and user ID.

Prior College and Degree Review Tab

- Review prior college and degree information
- Track receipt of official transcript

Use the scroll bar to navigate up and down the page to view all previous colleges

Oracle Developer Forms Runtime - Web: Open > SPAIDEN - SAAADMS - SAADCRV

File Edit Options Block Item Record Query Tools Help

Admissions Decision SAADCRV 7.4 (TEST)

ID: H00010117 Training, End U. Term: 200920 Summer 2009

Decision Processing High School Review **Prior College and Degree Review** Test Score Review

Previous College

College: 000307 Northwest Vista College
 Transcript Received Date: 01-DEC-2008 Transcript Reviewed Date:
 Official Transcript

Previous Degrees

Degree: 000000 Undeclared Degree Date:
 Attended From: 14-AUG-2006 Attended To: 15-MAY-2008 Year:
 College:
 Honors: Hours: GPA:

Test Score Review Tab

- Review of all test scores from application

Oracle Developer Forms Runtime - Web: Open > SPAIDEN - SAAADMS - SAADCRV

File Edit Options Block Item Record Query Tools Help

Admissions Decision SAADCRV 7.4 (TEST)

ID: H00010117 Training, End U. Term: 200920 Summer 2009

Decision Processing High School Review Prior College and Degree Review **Test Score Review**

Test	Description	Score	Test Date	Source	Administrative Type
A01	ACT English	25	02-DEC-2008		
A02	ACT Math	25	02-DEC-2008		
A05	ACT Composite	36	02-DEC-2008		
DAA	DAT AA	30	02-DEC-2008		
GR01	GRE Verbal Code	650	01-DEC-2008		
TFCT	TOEFL Total Computer	300	01-DEC-2008		

Banner Display Options

Adding the Form Names to the Display Menu:

- 1. Click on File**
- 2. Preferences**
- 3. Check the box Display Form Name on Menu**
- 4. Check the box Display Form Name on Title Bar**

Changing Banner Display Colors:

- 1. Click on File**
- 2. Preferences**
- 3. Use the drop downs in the User Interface Color Settings to change the display color for the background, menu links, buttons, etc.**

Banner Admissions Forms Glossary of Terms

SPAIDEN	Used to capture biographical/demographic information
SAAADMS	Used to create and maintain admissions applications
SOATEST	Used to enter and update test score information
SOAPCOL	Used to enter and update College information
SOASUPL	Used to enter additional supplemental application information
SAADCRV	Used to enter and update admissions decision codes